

SAFETY MEETING MINUTES
4/21/17

Members in Attendance:

Herb Ekstrom, Ruby Anderson, Katherine Harris, Jayne Dewees, Penny Gibbs, and Kim Montague, Jan Alberts.

1. OLD BUSINESS:

REVIEW OF SAFETY OBSERVATION FORMS

22 Safety Observations were commended, the following 3 were Coached/Re-instructed.

- Washing office window while standing on desk.
- Stood on chair to reach bottles.
- Lint accumulation from center dryer.

SAFETY CARDS

- Erin Richards- Lifting boxes safely, bending at the knees.

OTHER

2. DISCUSS RECENT INJURIES, NEAR MISSES, PROPERTY & EQUIPMENT DAMAGE

Injuries

- Staff member hit by object in the main office parking lot when trying not to trip over curb.

Property/Equipment Damage

Wind damage on umbrellas – fixed

Split fence post in Milton Freewater

3. SAFETY MEETING REPORTS FROM SCHOOLS

- From last month: A.C. Houghton-**rec'd Feb 2017 minutes; reminders to shut doors** during fire drills and electrical cords should not be plugged one into another and another.

4. NEW BUSINESS

- Ruby and Kim attended the SAIF meeting at Oxford Suites. Great information gained in 2 hours.

5. CENTERS SAFETY CONCERNS

The next meeting is scheduled for May 19, 2017; 8:30 am at the Main Office.